

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE
COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND
INSTRUCTION 13-5303, VOLUME 1**

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Nuclear, Space, Missile, Command and Control

***INTERCONTINENTAL BALLISTIC MISSILE
(ICBM) AND WEAPON SYSTEM TESTING
PERSONNEL TRAINING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 13-5, *Nuclear Operations* and Air Force Instruction (AFI) 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*. This instruction defines roles, responsibilities, and minimum requirements for ICBM and associated weapon system Operational Test and Evaluation (OT&E) mission certification training programs and applies to 13S and 21M personnel assigned to Air Force Global Strike Command (AFGSC), Twentieth Air Force (20 AF) and the 576th Flight Test Squadron (576 FLTS). This instruction does not apply to Air Force Reserve and Air National Guard units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system notice number F036 AF PC C, Military Personnel Records System, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

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Chapter 1

GENERAL INFORMATION

1.1. Training Program. Effective training is the key foundational element of test operations personnel knowledge and proficiency. Unit level training supports these activities with formal standardized training. Training must challenge personnel to ensure all concepts are understood to correctly respond to all tasks. It goes beyond training required for qualification and is intended to increase a person's knowledge of job-related tasks, other duty positions, and the work environment.

1.1.1. The 576 FLTS will design and implement a structured training program to ensure procedures contained in technical orders, checklists, Tactics, Techniques, and Procedures (TTPs), and operations manuals are standardized, accurate, and effective to fulfill mission accomplishment.

1.1.1.1. The Job Performance Requirement (JPR) List (JPRL) will be developed and maintained by the 576 FLTS.

1.1.2. The required skills and knowledge necessary for OT&E mission certification are measured by the 576 FLTS evaluation program to assess the effectiveness of training and personnel proficiency.

1.2. Responsibilities.

1.2.1. HQ AFGSC Directorate of Operations (A3):

1.2.1.1. Establishes a Major Command (MAJCOM) office of primary responsibility (HQ AFGSC/A3T, Training and Standardization/Evaluation Division) to implement the training programs outlined in this publication.

1.2.1.2. Establishes and implements policy, basic requirements, and guidance for OT&E training programs.

1.2.1.3. Conducts Staff Assistance Visits (SAVs) to assess 576 FLTS ability to meet mission requirements. The 576 FLTS squadron commander will determine the programs and scope of review.

1.2.2. 576 FLTS:

1.2.2.1. Ensures mission readiness of 576 FLTS personnel.

1.2.2.2. Recommends policy changes to HQ AFGSC/A3T.

1.2.2.3. Defines specific roles and responsibilities for the 576 FLTS to implement the requirements of this instruction.

1.2.2.4. Establishes and implements the OT&E training program.

1.2.2.5. Coordinates and reviews all new or changed publications for impacts on training programs.

1.2.2.6. Oversees management of equipment, manning and facilities required to support OT&E training.

1.2.2.7. Ensures training is conducted as required by this instruction.

1.2.2.8. Conducts semi-annual reviews of the JPRL for changes.

1.3. Changes or Clarifications. HQ AFGSC/A3T has overall responsibility for administration of this instruction. Suggestions for improving this instruction or requests for clarification are encouraged.

1.3.1. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), HQ AFGSC/A3T, 245 Davis Avenue, Barksdale AFB, LA 71110 or AFGSCA3TWorkflow@us.af.mil using the AF Form 847, *Recommendation for Change of Publication*. Coordinate and route AF Form 847s through the appropriate functional's chain of command.

1.3.2. Process requests for clarification via memorandum or message to HQ AFGSC/A3T. Clarification requests will describe the issue with sufficient detail.

1.3.2.1. If a clarification request was initiated by telephone, units will follow up all requests in writing within one duty day.

1.4. Waivers. HQ AFGSC/A3T is the waiver authority for this instruction unless specifically stated otherwise. Waiver authority may not be delegated. Waivers will be granted on an individual and controlled basis.

1.4.1. Forward all waivers via e-mail to HQ AFGSC/A3T describing the specific requirement creating the problem and explaining why a waiver is needed.

1.4.2. If approved, waivers stay in effect for the life of the publication, unless HQ AFGSC/A3T states a specific period of time, cancels the waiver in writing or issues a change that alters the basis for the waiver.

1.5. Operating Instructions. This publication may be supplemented by the 576 FLTS through a Local Operating Instruction (LOI). The purpose of the LOI is to document the process by which units implement the requirements of this instruction. The LOI will not be less restrictive than the provisions of this or any other publication.

Chapter 2

MISSION CERTIFICATION

2.1. General.

2.1.1. Test operations personnel will be certified prior to accomplishing ICBM or weapon system OT&E operations.

2.1.2. HQ AFGSC/A3 establishes test operations position requirements and certifications based on recommendations from the 576 FLTS. The 576 FLTS will submit recommendations for changes with the appropriate justification to HQ AFGSC/A3T. Upon approval, HQ AFGSC/A3 division(s) will update applicable guidance.

2.1.2.1. Current mission certifications include:

2.1.2.1.1. Operational Test Launch (OTL) Certification.

2.1.2.1.1.1. Mission Director (MD)

2.1.2.1.1.2. Launch Director (LD)

2.1.2.1.1.3. Test Conductor (TC)

2.1.2.1.1.4. Countdown Control Officer (CCO)

2.1.2.1.1.5. Launcher Environmental Protection System (LEPS) Control and Monitor Operator (LCMO)

2.1.2.1.2. Simulated Electronic Launch-Minuteman (SELM) Certification.

2.1.2.1.2.1. Test Manager (TM)

2.1.2.1.2.2. Test Conductor (TC)

2.1.2.1.3. Software Operational Test (SOT) Certification.

2.1.2.1.3.1. Test Director (TD)

2.1.2.1.3.2. Senior Test Conductor (STC)

2.1.2.1.3.3. Test Conductor (TC)

2.1.2.1.3.4. Test Console Operator (TCO)

2.1.2.1.4. Other Operational Test (OOT) Certification.

2.1.2.1.4.1. Test Positions as deemed necessary by the 576 FLTS/CC

2.1.2.1.5. Missile Alert Facility (MAF) Operations

2.2. Mission Certification. Mission certification (MC) processes must be developed and employed to identify and mitigate risks associated with ICBM OT&E and to certify readiness prior to test execution. MC processes will be applied to all operational testing.

2.2.1. Certification Requirements.

2.2.1.1. Individuals must complete the appropriate certification training program.

2.2.1.2. Individuals must receive a Qualification Level 1 or 2 (Q1/Q2) rating on an evaluation or a passing score on a written examination in accordance with AFGSCI 13-5303v2, *Intercontinental Ballistic Missile (ICBM) and Weapon System Testing Personnel Standardization and Evaluation*.

2.2.1.3. Individuals must have test team certification status briefed during test readiness reviews.

2.2.2. Certifying Official.

2.2.2.1. The certifying official documents mission certification, ensuring successful completion of all required training and evaluation requirements.

2.2.2.1.1. MDs are certified by HQ AFGSC/A3I or designated representative.

2.2.2.1.2. All test team members will be certified by the squadron commander (576 FLTS/CC) or operations officer (576 FLTS/TE).

2.2.2.1.3. All instructors and evaluators will be certified by the 576 FLTS/CC or 576 FLTS/TE.

2.2.2.2. Certifying officials will sign a certification document allowing certified personnel to conduct a specific test operation.

2.2.2.3. Certification evaluation results and mission certifications will be documented on the 576 FLTS Test Team Certification Tracker (TTCT).

2.2.3. Decertification.

2.2.3.1. MD certification is persistent and does not expire upon a test completion or cancellation.

2.2.3.2. Test teams do not maintain continual certification for test team positions. Certification for a test operations position expires upon test completion or cancellation. In the event of a test delay, certifications will expire after 120 days or at the discretion of the 576 FLTS/CC.

2.2.3.3. Prior to test completion or cancellation, a test team member will be decertified for any of the following:

2.2.3.3.1. Failure to demonstrate the degree of professionalism required to justify certification status or an unwillingness to meet Air Force standards.

2.2.3.3.2. Failure to maintain job proficiency.

2.2.3.3.3. Failure to maintain the appropriate security clearance.

2.2.3.4. Decertified personnel will not perform duties in the applicable duty position(s). Document decertification as described in paragraphs 2.2.3.3.1. through 2.2.3.3.3. on the TTCT.

2.2.4. Recertification.

2.2.4.1. Decertified test operations personnel must complete mission certification requirements in accordance with paragraph 2.2.1. prior to recertification.

2.2.4.1.1. The FLTS/CC or FLTS/TE may modify training requirements on a case-by-case basis.

Chapter 3

CERTIFICATION AND PROFICIENCY TRAINING

3.1. Training Processes. The 576 FLTS will develop processes to conduct training of test operations personnel and provide feedback to the individual and FLTS/CC on test operations personnel's demonstrated performance in order to fulfill training program requirements outlined in this instruction. Reference Air Force Handbook (AFH) 36-2235v11, *Information for Designers of Instructional Systems Application to Unit Training*, for all instructional material development.

3.1.1. Only certified instructors, or personnel under the supervision of a certified instructor, will administer training.

3.1.2. Training programs must be designed and implemented using performance standards to provide and maintain the essential skills, knowledge, and motivation required for mission accomplishment. Identified deficiencies will also be corrected through the training programs.

3.1.3. The 576 FLTS will ensure all proficiency training is accomplished at least once every 12 months.

3.1.3.1. JPRs will be trained to the proficiency level indicated in the JPRL.

3.1.4. The 576 FLTS will develop and maintain a Plan of Instruction (POI) to guide training and implement training program requirements outlined in this instruction.

3.2. Training Methods.

3.2.1. Simulator Training. The Countdown Procedures Trainer (CPT) provides a controlled off-line environment to emphasize team interaction, dynamics and prioritization in a realistic environment.

3.2.1.1. When possible, the 576 FLTS should maximize use of an off-line environment to conduct training.

3.2.1.2. Prior to conducting a training session in the operational environment, units must gauge impact to airborne operations before dispatching instructors or trainees. Units may develop an operational risk management (ORM) assessment tool to ensure decisions mitigate any adverse operational impact.

3.2.2. Classroom Training. Classroom training sessions are designed to facilitate discussion of weapon system concepts, operations, and problems.

3.2.2.1. Training and tasks that are presented to the students will be in a standard lesson plan format.

3.2.3. Individual training. Position specific training provided by individuals previously holding team position (e.g. on-the-job training). This training is informal in nature, but is critical to mission success.

3.3. Proficiency Training.

3.3.1. Initial Training (IT). IT provides system specific and positional specific training as a precursor to mission certification training (MCT).

3.3.1.1. Required JPR coverage for IT is outlined in the JPRL.

3.3.1.2. The 576 FLTS will develop and maintain a formal training program for IT.

3.3.2. Recurring Training (RT). RT emphasizes knowledge and skills not used on a routine basis and knowledge and skill deficiencies identified through feedback. RT provides the medium for knowledge enhancement training. The training increases a person's knowledge of job-related tasks, other duty positions, and the work environment.

3.3.2.1. JPR coverage will be conducted in accordance with the POI.

3.3.2.2. The 576 FLTS will develop and maintain a structured training program for RT.

3.3.2.3. Evaluations will not be used in lieu of training to satisfy annual training requirements.

3.3.3. Supplemental Training (ST). ST trains test operations personnel on new or changed procedures as well as updates to hardware and software when MCT is not warranted.

3.3.3.1. Tailor training for operational tests based on the operational impact(s) of the new or changed procedure(s), hardware, or software.

3.3.3.2. When developing or changing training materials, any changes will be added to all training programs.

3.3.3.3. Changes directly affecting mission accomplishment or safety will be administered to all personnel before they perform applicable tasks or duty.

3.3.3.4. Supplemental training will be documented, but does not count as recurring training.

3.4. Mission Certification Training.

3.4.1. Team Certification Training. Team certification training provides formal training for designated test operations positions and responsibilities.

3.4.1.1. Test team training will be accomplished for all operational testing.

3.4.1.2. Required JPR coverage for OTL, SELM and SOT certification is outlined in the JPRL.

3.4.1.3. Requirements for OOT certification will be determined jointly by the training and evaluation chiefs.

3.4.1.4. The 576 FLTS will develop and maintain a formal training program for each specific certification training.

3.4.2. MD Certification Training. MD certification training provides formal training for the 576 FLTS/CC and 576 FLTS/TE to prepare them for OTL leadership roles.

3.4.2.1. The 576 FLTS will develop and maintain a formal training program for MD certification training.

3.4.2.2. Training requirements will be tailored to individual needs and mission requirements.

Chapter 4

TRAINING SCENARIOS AND SCRIPTS

4.1. Training Scenarios. The purpose of a training scenario is to reinforce classroom training, guide individual self-study, allow students to demonstrate proficiency in performance level tasks and to maintain an individual's or team's proficiency. Training scenarios will test the ability to multi-task, and force personnel to react to situations ranging from fundamental to complex in a controlled environment. Scenarios will emphasize knowledge and skills necessary to execute the mission.

4.1.1. Team members must receive proper configuration and status for operational realism.

4.1.2. Scenarios administered to an individual or team may consist of a single task, a group of tasks strung together or multiple tasks occurring simultaneously.

4.1.3. Training scenario results are based on individual or team member performance on each task or subtask with respect to the applicable performance standard.

4.1.4. Training in the operational environment may be used for mission dress rehearsals (MDRs) or facility checkout.

4.2. Training Scripts. The 576 FLTS will design and use scripts to conduct training in support of OTL processes and procedures. Scripts will include instructions for instructors, simulated inputs, and status card inputs as applicable.

4.2.1. All simulation materials will be marked "For Training Use Only".

4.2.2. Scripts will contain valid OTL stimuli. Stimuli will be identified by JPR, task description, scenario support personnel initiation and response agencies and notes or expected responses (e.g., instructor notes and expected trainee response).

4.2.2.1. Estimated scenario run times, if included, are for scenario presentation only and do not establish a time standard for completing actions. Applicable time standards must be annotated within the script.

4.2.3. Do not create actual conditions that could jeopardize personnel safety, cause equipment damage or result in mission degradation.

4.2.4. Scripts must be fully coordinated with scenario support personnel and all other participating or approval agencies prior to being used for documented training.

4.3. Briefings. It is the responsibility of the instructors to conduct appropriate briefings throughout the course of the training session.

4.3.1. Instructors will conduct a pre-brief to set the environment of the training and to ensure the trainee clearly understands expectations, responsibilities, limitations and other rules of engagement before being administered training scenarios.

4.3.2. Safety and operational requirements take priority over simulated activities.

4.3.2.1. Instructors will intervene to prevent a safety hazard or damage to equipment. Additionally, for training conducted in the operational environment, instructors will intervene to prevent mission failure or degradation.

4.3.3. Instructors may use briefings as necessary for scenario transitions, scenario presentation in accordance with the script and to emphasize concepts presented in the lesson plan.

4.3.4. Instructors will not lead or prompt trainees into taking a correct action. To ensure effective use of training resources and prevent improper procedures from being reinforced, they may step in to redirect trainees once they are satisfied the crew is accomplishing incorrect actions or failing to accomplish required actions.

4.3.4.1. Provide training to correct deficiencies and reinforce the proper actions for task accomplishment as soon as practical after a trainee takes an incorrect action.

4.4. Scenario Termination. Once a training session is started, all efforts will be made by the instructor to complete the session.

4.4.1. Situations may arise in which early termination would be required. Training scenarios terminated early may be re-initiated from the point activity was originally stopped, or it may be completely re-accomplished.

4.5. Outbriefing the Trainee. The outbrief provides feedback to the trainee and the training program.

4.5.1. The outbrief will include discussion of positive performance, strengths, any noted deficiencies, root causes, areas for improvement and direct or indirect impacts to the mission, personnel, and other organizations.

Chapter 5

INSTRUCTOR TRAINING AND CERTIFICATION

5.1. Instructor Training and Certification Program. The training and certification program is developed and administered to ensure certified instructors can conduct standardized, objective training.

5.1.1. Instructors will complete the appropriate training program before certification.

5.2. Instructor Training Requirements. Instructor trainees will be observed and supervised by a certified instructor during all training activities.

5.2.1. Prior to certification, instructor trainees must accomplish the following actions:

5.2.1.1. Observe a certified instructor conduct a training session.

5.2.1.2. When applicable, observe simulator operations to include pre- and post-training scenario activities.

5.2.1.3. Instructor trainees must receive instruction on the following items:

5.2.1.3.1. Instructor responsibilities.

5.2.1.3.2. CPT configuration (OTL only), training or test material handling and control procedures, and scheduling processes.

5.2.1.3.3. Training presentation techniques.

5.2.1.3.4. Identifying deficiencies.

5.2.1.3.5. Pre- and post-training requirements and activities.

5.2.1.3.6. Documentation requirements.

5.2.1.3.7. Construction and administration of individual or multiple-task training scenarios.

5.2.1.3.8. Construction and administration of lesson plans.

5.2.1.3.9. Local operational requirements.

5.2.1.4. Instructor trainees must administer applicable training session or lesson plan under the observation the Chief of Test Operations Training or designated certified instructor.

5.3. Instructor Certification. Certified instructors are responsible to conduct and document operations training. Instructors will be trained, observed, recommended and appointed for certification.

5.3.1. Observations and certifications are specific for each test team position.

5.3.1.1. An instructor may administer position-specific training for all positions in which they were previously trained and certified, prior to certification in another test team position.

5.3.1.2. There is no limit to the number of observations it might take for an instructor to become certified. If an instructor fails to certify while being observed, retraining must be accomplished in the deficient area before the next attempt at certification.

5.3.2. After the instructor trainee has been trained and observed administering applicable training, the Chief of Test Operations Training will provide certification recommendations to the 576 FLTS/CC or 576 FLTS/TE.

5.3.3. The 576 FLTS/CC or 576 FLTS/TE will certify instructors in writing.

5.3.3.1. Certification paperwork must also include the signature of the individual recommending certification.

5.3.4. Instructor observations and certifications will be documented on the TTCT.

5.3.5. If the instructor trainee is not recommended for certification during their certification training session in either environment, the Chief of Test Operations Training or designated instructor observer will become the instructor of record.

5.4. Recurring Training and Certification Requirements. Instructors must be trained and maintain currency in the task(s) they train.

5.4.1. Instructors must receive recurring instructor training to ensure standardization and to maintain instructor proficiency.

5.4.1.1. Recurring instructor training will be conducted quarterly and will ensure all instructor training tasks listed in paragraph 5.2.1.3. are covered annually.

5.4.1.2. The Chief of Test Operations Training will develop and administer the instructor training program.

5.5. Instructor Decertification. The 576 FLTS/CC or 576 FLTS/TE will decertify and recertify instructors when needed.

5.5.1. Decertified instructors will not perform instructor duties for any test operations.

5.5.2. Instructors will be decertified in writing for the following reasons:

5.5.2.1. Individual is no longer needed as an instructor due to a Permanent Change of Assignment or Station (PCS/PCA).

5.5.2.2. Failure to maintain job proficiency.

5.5.2.3. Failure to maintain the appropriate security clearance.

5.5.2.4. Individual no longer possesses the degree of proficiency or professionalism to be an effective instructor.

5.6. Instructor Recertification. An instructor may be recertified following completion of instructor training in accordance with paragraph 5.2.1.3., and any corrective actions as directed by the certifying official.

Chapter 6

TRAINING AND CERTIFICATION DOCUMENTATION

6.1. Training Documentation. Upon completion of each training session, instructors will document the training administered to provide a means to track individual performance or progression and to contribute to internal and external feedback on training program effectiveness.

6.1.1. Document all training and deficiencies on electronic or paper forms.

6.1.2. All training documentation will be retained for the previous calendar year, and up to the current month of the current year.

6.2. Documenting Deficiencies. Documenting identified deficiencies provides a means to identify trends, track individual performance, provides performance feedback to the individual's supervisor and serves as a key feedback and training program tool.

6.2.1. When the trainee causes a script deviation and an incorrect action results, the instructor will document deficiencies against the JPR to which the deficiency should be attributed.

6.2.1.1. If test operations personnel recognize a status change but fails to perform a required JPR, document the deviation against the JPR that should have been performed.

6.2.1.2. If test operations personnel recognize a status change but performs the wrong JPR, document the deviation against the JPR that should have been performed. However, give JPR credit for the task or subtask that was performed.

6.2.1.3. If test operations personnel do not recognize a status change and a resulting task or subtask requirement, document the deviation against the required JPR.

6.2.1.4. When the JPR being performed directs transition to another task or subtask, and the trainee fails to perform the subsequent task or subtask or fails to identify the requirement to transition, document the deviation against the JPR that directed the transition.

6.2.1.5. If test operations personnel perform an unnecessary action which causes or results in a deviation, document the deviation against the JPR being performed when the unnecessary action was taken.

6.2.2. Use Attachment 2 (Deficiency Codes) to describe the root cause of a trainee's deficiency.

6.2.3. Instructors will forward script discrepancies to the script OPR.

6.3. Training Reports (OTL only). A standardized training report will be used for proficiency and mission certification training sessions for each individual to document details of the administered training.

6.3.1. Test team members will receive credit for a JPR by performing any portion of a task, regardless if a checklist is used or if all actions are contained within another checklist.

6.3.1.1. The instructor awarding JPR credit is documenting the individual has been adequately trained on the task.

6.4. Individual Qualification Folders. The 576 FLTS will maintain individual training and evaluation documentation in an Individual Qualification Folder (IQF) for all test operations personnel as well as MD certified personnel. Electronic formatted IQFs are authorized provided proper security measures, backup capability, and sustainment plans are in place.

6.4.1. Use of the TTCT is mandatory. The form will be used to document the individual's entire duty and qualification history while assigned to the 576 FLTS.

6.4.1.1. Software applications capturing the same information obtained by the TTCT are authorized provided the unit gains AFGSC/A3T approval prior to use. Reference AFI 33-360 for guidance on gaining approval.

6.4.1.2. If electronic forms are used, the 576 FLTS will develop a plan to ensure adequate security procedures are in place to prevent tampering by unauthorized personnel and to document timely back-up and recovery procedures. Regardless of format (hardcopy/electronic), the unit is ultimately responsible for the information contained on these forms.

6.4.2. As a minimum, the following information will be documented on the TTCT:

6.4.2.1. Arrival and Departure from unit.

6.4.2.2. Completion of initial training.

6.4.2.3. Certification(s) and decertification(s) will be annotated. The 576 FLTS will ensure a reason for decertification is included and all decertification paperwork is maintained in the IQF.

6.4.2.3.1. Does not apply to certification expiration.

6.4.2.4. Missions or test operations accomplished.

6.4.2.5. Evaluation or observation results.

6.4.3. The 576 FLTS will record all required certification and decertification signatures.

6.4.4. If hardcopy records are maintained, the IQF will have six sections and be maintained according to the following guidance. Digital data systems will maintain this same information, and will be organized in a similar format.

6.4.4.1. Section 1- TTCT, all applicable Memorandums for Record (MFR) and other supporting documentation. The TTCT will be placed on top. Post all MFRs and supporting documentation beneath the forms in reverse chronological order (with the most recent on top).

6.4.4.2. Section 2 – Certifications/Decertifications with associated paperwork.

6.4.4.3. Section 3 – Mission and Recurring Training Records. Include CPT Feedback Forms and documentation for all recurring training and/or mission certification training sessions that were accomplished. Post documents in reverse chronological order.

6.4.4.4. Section 4 – Evaluation Paperwork. Include all evaluation documentation, including corrective action worksheets and associated MFRs. Post documents in reverse chronological order.

6.4.4.5. Section 5 – Instructor/Evaluator Certifications and Decertification. Instructor and/or evaluator certifications and decertifications with associated paperwork will be maintained in this section until the individual departs the 576 FLTS. Post documents in reverse chronological order.

6.4.4.6. Section 6 – Initial Training Program Documentation, and MAF Dispatch and Associated Procedures Certification.

6.4.4.6.1. All other training records for an individual will be maintained in a separate folder.

Chapter 7

MISCELLANEOUS

7.1. Operational Observations. Certified instructors may conduct observations in the operational environment to identify trends, assess proficiency, compliance with standards and provide training program feedback.

7.1.1. Observations will not be assessed a rating and are not required to be documented.

7.1.2. If formal documentation is desired for proficiency checks or for individual feedback, an operational evaluation will be used in accordance with AFGSCI 13-5303v2.

JAMES S. BROWNE, Brigadier General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION*****References***

AFGSCI 13-5303v2, *Intercontinental Ballistic Missile (ICBM) and Weapon System Testing Personnel Standardization and Evaluation*

AFI 13-530, *Intercontinental Ballistic Missile (ICBM) Nuclear Operations*

AFI 33-360, *Publications and Forms Management*

AFH 36-2235 Vol 11, *Information for Designers of Instructional Systems Application to Unit Training*

AFMAN 33-363, *Management of Records*

AFPD 13-5, *Nuclear Operations*

Forms Prescribed

No forms are prescribed in this publication.

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

Abbreviations

AF—Air Force

AFGSC—Air Force Global Strike Command

AFGSCI—Air Force Global Strike Command Instruction

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CC—Commander

CCO—Countdown Control Officer

CPT—Countdown Procedures Trainer

FLTS—Flight Test Squadron

HQ—Headquarters

ICBM—Intercontinental Ballistic Missile

IQF—Individual Qualification Folder

ISD—Instructional System Development

IT—Individual Training
JPR—Job Performance Requirements
JPRL—Job Performance Requirements Listing
LCMO—LEPS Control and Monitor Operator
LD—Launch Director
LEPS—Launcher Environmental Protection System
LOI—Local Operating Instruction
MAF—Missile Alert Facility
MAJCOM—Major Command
MC—Mission Certification
MCT—Mission Certification Training
MD—Mission Director
MDR—Mission Dress Rehearsal
MFR—Memorandum for Record
OPR—Office of Primary Responsibility
OOT—Other Operational Test
ORM—Operational Risk Management
OTL—Operational Test Launch
OT&E—Operational Test and Evaluation
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POI—Plan of Instruction
Q1—Qualification Level 1
Q2—Qualification Level 2
RDS—Records Disposition Schedule
RT—Recurring Training
SAV—Staff Assistance Visit
SELM—Simulated Electronic Launch-Minuteman
SOT—Software Operational Test
ST—Supplemental Training
STC—Senior Test Conductor
TC—Test Conductor

TCO—Test Control Officer

TD—Test Director

TM—Test Manager

TTP—Tactics, Techniques, and Procedures

TTCT—Test Team Certification Tracker

Attachment 2

DEFICIENCY CODES

Table A2.1. Deficiency Codes.

CODE	TITLE	EXPLANATION
DC01	Lack of Knowledge	Did not know or unable to discern requirement. May be indicated by failure to accomplish a required task/subtask or accomplishing an incorrect task/subtask.
DC02	Lack of Proficiency	Knew the requirement, but experienced difficulty because of a skill, ability, or expertise deficiency. May be indicated by failure to meet stated time standards.
DC03	Lack of Association	Did not associate the impact of various statuses. Could not correlate information.
DC04	Lack of Discipline	Inattention to detail, for example, skipped steps, misread clock, or did not detect status. May be indicated by poor checklist discipline.
DC05	Other	Any identifiable deficiency not otherwise listed. If this code is used, a complete description of the cause of the deficiency must be included in the remarks.
DC06	Faulty Prioritization	Accomplished task/subtask, but unnecessarily delayed a relatively more urgent task/subtask.
DC07	Inadequate Crew Coordination	May be indicated when one crew member had incomplete status or when the error was attributed to inadequate use of demand-response techniques.